

**Student Temporary Employment Program (STEP)
Vacancy Announcement
Department of Justice - United States Attorney's Office
District of Maryland**

TITLE, SERIES, GRADE: Clerk GS-303-2, Clerk (Office Automation) GS-303-3

SALARY: GS-2, \$10.35 per hour; GS-3, \$11.29 per hour

VACANCY ANNOUNCEMENT NUMBER: 06-MD-04

OPENING DATE: 02/23/2006

CLOSING DATE: 03/16/2006

DUTY LOCATION(S): United States Attorney's Office, District of Maryland, 36 S. Charles Street, 4th Floor, Baltimore, Maryland

NUMBER OF VACANCIES: Two (2) Student Temporary Employment Program (STEP) Vacancies. This STEP announcement may be used to fill future vacancies through 05/31/2006.

CONTACT: Tim Garrett

Phone #: (410) 209-4934

E-mail: USAMD.Jobs@usdoj.gov

TDD #: (410) 962-4462

Send your application package to: Complete application packages may be sent via facsimile to the USAO, attention Tim Garrett, (410) 962-0122; via electronic mail to USAMD.Jobs@usdoj.gov; or via regular or express mail to: U.S. Attorney's Office, District of Maryland, 36 S. Charles Street, 4th Floor Baltimore, MD 21201, Attn: Tim Garrett. Incomplete applications may not be considered.

STUDENT TEMPORARY EMPLOYMENT PROGRAM REQUIREMENTS: Applicants are eligible for employment in the Student Temporary Employment Program (STEP) based on their academic status. Applicants must be enrolled, at least half-time, in a degree seeking program in an accredited 2-year or 4-year college or university or graduate or professional school. In addition, students employed under this program must maintain an academic grade point average of 2.0 or higher on a 4-point scale. Applicants must be able to provide a work schedule of a minimum of 16-20 per week during school semesters and up to 40 hours per week during summer and holiday breaks. The applicant's work schedule should not interfere with the applicant's academic schedule. These limitations are subject to change depending on the availability of funding.

WHO MAY APPLY: Students currently enrolled (or accepted for enrollment) at least half-time in a degree-seeking program and who are in good academic standing.

TRANSIT SUBSIDY PROGRAM: The Mass Transit Administration (MTA) monthly transit subsidy may be available to those U.S. Attorney Office employees utilizing public transportation, including MTA buses, lightrail, metro, and MARC train. The monthly subsidy is the amount equal to the employee's actual commuting cost, not to exceed \$105.00.

DUTIES: Performs a variety of day-to-day clerical tasks in support of one or more clerical, technical or

administrative staff members. Types a variety of documents, labels and forms a personal computer. Operates copier machine and facsimile; receives and screens visitors and telephone calls; maintains case files and subject-matter working files; makes recurring and special messenger trips within the building as necessary and/or to the Federal courthouse which is two blocks away. Also receives and stocks forms or other office supplies; fills in for the Information Receptionist and receives, sorts and distributes mail. Performs other duties as assigned.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants for the GS-02 must be working towards a degree and have a high school diploma (or equivalent) and three (3) months of general experience. Applicants for the GS-03 must be working towards a degree and have at least one (1) year of education above the high school level OR must be working towards a degree and have at least a high school diploma (or equivalent) and six (6) months of general experience. General experience is experience that is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Applicants must be able to type 40 words per minute with 3 or fewer errors. Failure to list typing speed/error rate might preclude an applicant's employment consideration. Applicants must indicate the grade level(s) for which they are applying. If not specified, he/she will be considered for only the highest grade qualified. Applicants must meet all requirements, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

2. HOW TO APPLY - Applicants must submit one of the following: an Optional Application for Federal Employment (OF-612) OR a resume.

--(If current or former federal employee) A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--(current federal employees only) A copy of a performance appraisal issued within the last 12 months

--A Declaration of Federal Employment form (OF-306). The OF-306 can be located at the Office of Personnel Management's website at http://www.opm.gov/forms/pdf_fill/of0306.pdf.

If a resume is submitted, it must include all of the following applicable information.

PERSONAL INFORMATION:

- _Full name, mailing address, and day and evening phone numbers including area codes
- _Social Security Number
- _Country of citizenship (this position requires United States citizenship)
- _Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- _Names of high school attended, city, state, and zip code, date of diploma or GED
- _Name of college and university attended, city, state, zip code
- _Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- _Copy of most recent college transcript or letter of acceptance from university or college. (required)

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

_Job title (include series and grade if a Federal job)

_Duties and accomplishments

_Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)

_Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

_Job-related training courses (title and year)

_Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed

_Job-related certificates and licenses (current only)

_Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

3. AGENCY REQUIREMENTS AND INFORMATION - To be considered, applications must be received or postmarked no later than the deadline date indicated on this announcement. Applications submitted at the government's expense will not be considered. This includes those mailed at government expense.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

This position is in the excepted service. It is excluded from provisions of the career transition assistance programs.

4. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.